

**MANAGEMENT ACTION PLAN**  
**Audit of the Residential Affidavit (RA) Process**  
**Management's Response and Action Plan**

Comment or Condition Description	Recommendation	Responsible Area(s)	Action	Current Estimated Completion
Condition A	No Written Procedures of the Student Enrollment Process			
A.1	The District should consider redirecting the documenting of the enrollment process from Student Affairs department to the Data and Accountability Division due to its direct impact of the State reporting of student information.	Academic Affairs and Data and Accountability with the approval of the Superintendent and Cabinet	Key personnel involved in the RA process at the school and central levels will map out the process to determine how it is currently being executed and the effectiveness of said process. Ownership and oversight of all or various parts of the processes will be established and memorialized. Centralizing the RA enrollment process will be explored.	8/30/2017
A.2	<p>1. The District develop written procedures of the registration/provisional/ residential/verification process that addresses not only the forms that are required but also the following:</p> <ul style="list-style-type: none"> <li>· The timeframe of the process,</li> <li>· The progression of the enrollment process and the steps in the process,</li> <li>· Supporting documents allowed (should match State allowed documents),</li> <li>· Yearly proof of residency (how to verify this information),</li> <li>· Proper coding of the students (affidavits), and</li> <li>· How to proceed with the student/parent when false information is identified.</li> </ul>	Student Affairs and Student Information Systems (SIS)	A project team will be formed to work on the recommendations and provide a resolution to Cabinet for consideration and implementation	7/30/2017
Other Matters	Transportation Routing			
1	Develop a yearly timetable for data entry within PowerSchool to meet the needs of all divisions/departments with the end goal of increasing the efficiency of the transportation of all students.	Student Information System (SIS) and Transportation	SIS will work with Transportation to identify a timeline for data entry to ensure data is entered prior to the Information Specialists leaving for summer break and when returning for the new school year.	6/30/2017
2	Consider extending the work calendar for Information Specialists to meet the needs of the Transportation department.	Student Information System (SIS)	SIS agrees and supports extending the work calendar for the Information Specialists. Request for funding will be made through the budget cycle.	6/30/2017